



DEPARTMENT OF THE NAVY
OFFICE OF THE CHIEF OF NAVAL OPERATIONS
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OPNAVINST 5350.6B
PERS-605
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OPNAV INSTRUCTION 5350.6B

From: Chief of Naval Operations
To: All Ships and Stations (less Marine Corps field
addressees not having Navy personnel attached)

Subj: NAVY COMMUNITY SERVICE PROGRAM (NCSP)

Ref: (a) DoD 1400.25-M, chapter 600, subchapter 630, section G
of Dec 96 (NOTAL)
(b) U.S. Navy Regulations, 1990
(c) SECNAVINST 5720.44A
(d) NAVSUP P-486, volume 1, Food Services
Management-General Messes Manual (NOTAL)
(e) Executive Order 12999 of 17 Apr 96 (NOTAL)
(f) JAGINST 5800.7C
(g) 42 U.S.C 14501, Volunteer Protection Act of 1997
(h) BUPERSINST 1650.12C
(i) OPNAVINST 5400.24D
(j) DoD 5500.7-R of Aug 93

1. Purpose. To provide policy and guidance for Navy Community Service Program (NCSP). This instruction is a complete revision and should be reviewed in its entirety.

2. Cancellation. OPNAVINST 5350.6A.

3. Background. In November 1992, Navy launched NCSP to support national youth education goals and a globally competitive America. Building on successes of Personal Excellence Partnerships and community outreach programs, Navy expanded its role in strengthening the academic and personal growth of school youth and in improving the quality of life in local communities. NCSP is in agreement with Partnership with Schools Program of November 1989 (Public Law 101-165, sec. 9111) and Civilian-Military Cooperative Action Program of October 1992 (10 U.S.C., sec 410), which authorize military services to work together in collaboration with government, civic, and social service organizations, as well as representatives of business

and labor, to perform community service and develop school volunteer programs.

4. Policy. It is Navy's policy to promote a joint Navy and community effort to assist in education and enrichment of America's youth and communities and in revitalizing citizenry. Navy civilian and military volunteers will strive to improve education as well as quality of life in communities. Volunteers are highly encouraged to join with other services, businesses, labor, foundations, colleges and universities, religious organizations, media, community groups, health care centers, and governmental agencies in developing a collective vision of community needs and commitment to share responsibilities and resources to meet identified needs. Following five "Flagships" serve to strengthen youth and communities:

a. Personal Excellence Partnerships. Develops American youth to their fullest potential in areas of education, healthy lifestyles, and civic responsibility. Volunteers tutor, mentor, provide technical expertise, and serve as role models. Project goals include improving scholastic achievement, social and life skills, and providing vocational guidance.

b. Health, Safety and Fitness. Promotes healthy and fit lifestyles. Project initiatives include athletic events and recreation programs such as Special Olympics, nutritional, hygiene, and youth violence prevention programs.

c. Environmental Stewardship. Encourages Navy commands to join efforts with local communities to provide education on domestic and international environmental initiatives and to encourage preservation, protection, restoration and enhancement of the environment. Activities include developing youth environmental stewardship, teaching environmental values, enhancing environmental science curricula of schools, and organizing or participating in environmental clean-up efforts.

d. Campaign Drug Free. Provides a drug demand reduction program to schools, organizations, and communities to address youth on dangers of drug abuse and the importance of being drug free. Volunteer teams use professionally produced videotapes to convey a powerful anti-drug message to elementary, middle, and high school students. Following the main presentation,

volunteers engage students in discussions challenging them to take charge of their lives and stay drug free.

e. Project Good Neighbor. A year-round program that provides an avenue for volunteers to contribute in improving quality of life in their communities. By reaching out to those less fortunate with food drives, repairs/renovations of shelters and homes, Navy people can brighten the future for struggling individuals, families, and communities. This project generates hope and helps others to help themselves.

5. Guidance. To ensure effective and responsible NCSPs, the following guidelines will be followed:

a. Participation by Department of Navy (DON) personnel (active, reserve, and civilian employees) in community service program activities is voluntary. Commanding officers (COs) should ensure all volunteers are screened and accept only those who exemplify Navy core values.

(1) The school, youth organization, or community service agency may screen volunteers.

(2) Military personnel, where feasible, should participate in uniform.

(3) All activities involving youth shall be conducted in groups and not one-on-one. Youth participation in any off-site project, such as field trips or park picnics, requires written permission of the youth's parent or legal guardian.

b. Commands should provide each volunteer an orientation to include purpose and objective of the NCSP, as well as the individual's personal requirements and responsibilities to the project. Commands should work closely with civic organizations or schools to identify program objectives, operating parameters, membership responsibilities, and resource commitments.

c. Commands choosing to initiate a community service outreach partnership or project with a local school, youth support group, or other community service organization should inform appropriate attendant geographic/regional and local area coordinators. Appropriate geographic/regional area coordinators may be found at www.bupers.navy.mil/pers605/index.html.

(1) Deploying units should contact the coordinator for the area in which the command is homeported.

(2) Each attendant geographic/regional and local area coordinator has designated a point of contact for NCSP. This individual is available for technical assistance and guidance with regard to NCSP in their specific region.

d. In order to avoid appearance of preferential treatment by the United States Navy, Standards of Conduct prohibit Navy personnel from using their title or position in connection with charitable or non-profit organizations. Additionally, fundraising and solicitation by Navy personnel is limited to Combined Federal Campaign and Navy/Marine Corps Relief Society.

e. CO may authorize command-sponsored community service during normal working hours. Command mission shall not be compromised in support of community service projects.

(1) Military personnel may be permitted to voluntarily participate by adjusting normal duty schedules or granting liberty, leave, or no-cost temporary additional duty (TAD).

(2) Civilian personnel may be permitted to voluntarily participate by authorizing "Alternative Work Arrangements" or granting annual leave, leave without pay, or, in very limited circumstances, excused absence. Commands shall review reference (a), other applicable regulations, and any collective bargaining agreement before approving an employee's participation in community service activities.

f. Supplies, facilities, and services provided in support of community service shall be per article 0835 of reference (b) and chapter 4 of reference (c). Fiscal expenditures for community service shall not compromise command operational goals or objectives.

(1) Expenditure of public funds to benefit a non-Navy entity in furtherance of Navy goals is governed by section 0407 of reference (c).

(2) Guidance on use of Navy facilities in support of community service activities is found in section 0408 of reference (c).

(3) Eligibility for galley meals at reduced cost is governed by reference (d).

(4) Donation of computer equipment to schools should be done per reference (e). Defense Information Systems Agency, Office of the Chief Information Officer, administers the computer donation program. Naval Computer and Telecommunications Command is Navy's focal point for questions regarding computer transfers. A Navy website (www.nctc.navy.mil/ditms/ditms.htm) has been established to provide convenient access to current information and to furnish procedures tailored for Navy use. Navy activities should access this website for information on donations to schools.

(5) Donation of other Federal properties under "Federal Surplus Personal Property Donation Program" is managed by Property Management Division of U.S. General Services Administration (GSA) Central office. State surplus property agencies have been established by each State, District of Columbia, and U.S. territories to distribute personal property designated as surplus by the Federal Government. Contact Director, State Agency for Surplus Property for the appropriate "State" or contact appropriate GSA regional office for information on eligibility, program requirements, and procedures.

(6) Tours of base facilities may be offered to community service outreach project participants. Tours of ships, aircraft, and Navy installations should be arranged on a not-to-interfere basis with command operation. Local public affairs guidance and section 0405 of reference (c) shall be followed concerning proper arrangements for visits and tours.

(7) Transportation may be provided in support of Navy community service activities by commands, if local commercial transportation or other community support transportation services (e.g., school buses, metro buses) are unavailable. Section 0515 of reference (c) and the following circumstances apply:

(a) There is no conflict with command's military mission.

(b) Transportation costs can be absorbed within existing budget parameters.

(c) There is no conflict with private sector companies regarding provision of transportation at a reasonable rate.

(d) The purpose of the field trip is to increase public understanding of Navy activities and missions.

g. Navy volunteers authorized by their commander to participate in command-sponsored community service programs are considered acting within the scope of official duties and employment. As such, they are normally not personally liable for mishaps that occur during those activities. Claims against the United States are processed per references (f) and (g). Scope of employment decisions are ultimately made by the Attorney General of the United States.

h. Other volunteers acting on their own initiative or without command sponsorship and persons who are not Department of Defense (DOD) employees (e.g., spouses, retirees) are not protected as described in the above paragraph. Such volunteers should obtain liability coverage through school, youth organization or other volunteer associations.

6. Responsibilities

a. Deputy Chief of Naval Operations (Manpower and Personnel) (N1) is responsible for overall policy aspects of the NCSP. Specific responsibilities include the following:

(1) Encourage all military and civilian employees to participate voluntarily in direct community service. Community service may include participation in programs, activities, and initiatives designed to address national problems pertaining to education, drug abuse, crime, homeless, illiteracy, AIDS, teenage pregnancy, hunger, health care, and the environment.

(2) Distribute policy and serve as resource of NCSP information and support, providing guidance and instruction to naval activities when the chain-of-command is unable to do so.

(3) Coordinate efforts of "Flagship Sponsors" and geographic/regional and local area coordinators.

b. Navy Personnel Command (NAVPERSCOM), Navy Community Service Program Manager (PERS-605) oversees NCSP and serves as advisor to Chief of Naval Operations (CNO) on community service issues. Program manager's responsibilities include

(1) markets NCSP to Navy commands,

(2) advises geographic/regional coordinators on resources and administrative issues,

(3) prepares and submits funding documents,

(4) administers Navy Community Service Award Program per reference (h), and

(5) serves as Executive Secretary to Navy Community Service Council (NCSC)

(a) arranges biannual meetings,

(b) finalizes meeting agenda,

(c) records the minutes, and

(d) prepares and distributes after-action report.

c. Flagship sponsor facilitates, promotes, and expands opportunities for community service for Navy commands and individuals. They shall be responsible for a working partnership with NCSC and other flagship sponsors to consider any appropriate changes in policy or practices that would encourage volunteer participation in community service. Flagship sponsor provides information and technical support concerning their specific flagship. Flagship sponsor assignments are as follows:

(1) Assistant Commander, Navy Personnel Command for Personal Readiness and Community Support (PERS-6) is flagship sponsor for the Personal Excellence Partnership Program. Focus is on academic, life skills, and civic education for youth.

(2) Chief of Naval Education and Training (CNET) (00K) is flagship sponsor for Health, Safety and Fitness Program. Focus is on programs that promote healthy lifestyles and fitness.

(3) Deputy Chief of Naval Operations (Logistics) (N4) is flagship sponsor for Environmental Stewardship Program. Program focus is education of youth and families on environmental conservation initiatives, and helping communities manage America's natural resources and improve the world environment.

(4) Commander, Naval Reserve Force (N095) is flagship sponsor for Campaign Drug Free Program. Focus is on helping communities and schools educate youth on the dangers of drugs and substance abuse.

(5) Chief of Chaplains of the Navy (N097) is flagship sponsor for Project Good Neighbor, Navy's overall community caring program. Focus is on year-round sharing by Navy people with those in need by joining with local outreach efforts to build a sense of community and energize people with hope.

d. Fleet Commanders in Chief shall support NCSP objectives as follows:

(1) Implement volunteer community service programs in their respective fleets and encourage voluntary participation.

(2) Recognize outstanding community service efforts.

(3) Develop public relations strategies to communicate community service initiatives internally and externally.

e. Geographic/regional and local area coordinators shall support NCSP objectives per this instruction. As stated in reference (i), command area coordination and command relationship coordinators may define regions within their geographic areas and delegate coordination authority to a commander in the local area. For each defined local area, an appropriate official may be assigned to serve as local area coordinator. Consistent with the primary mission, function, and tasks of Navy commands attendant geographic/regional and local area coordinators will develop voluntary partnerships, as follows:

(1) Appoint a community service program coordinator who exemplifies the highest standards of community service and possesses leadership, expertise, and experience to manage community collaborative efforts.

(2) Enlist support and join in partnerships with the local community to share responsibility and resources.

(3) Coordinate and assist with implementation and monitoring of community service activities within their geographic area of responsibility.

(4) Publicize community service program initiatives internally and externally.

(5) Encourage Navy commands as well as individual active duty members, reservists, and DON employees to participate.

(6) Distribute community service materials to commands within their purview.

(7) Serve as Navy point of contact for community service activities within the geographic area and respond to requests for information from higher authority. In that capacity, coordinators should be generally aware of community service programs conducted by area commands and specifics of each (i.e., coordinator, members of the partnership or collaborative, and goals and types of activities).

(8) Where feasible, ensure community service projects address the needs of youth in areas covered by the five Flagships including: educational excellence, healthy lifestyles (inclusive of a drug free lifestyle), civic responsibility (reaching out to others while improving their communities), and environmental stewardship.

(9) Recognize contributions of Navy personnel and other community members for outstanding community service efforts using reference (h).

(10) Provide direct and informal feedback to appropriate flagship sponsor and program manager.

f. Unit commanders, COs, and officers-in-charge (OICs) shall comply with reference (j) and are encouraged to:

(1) establish and promote community service activities. Program participation shall be conducted on a voluntary basis and is not to interfere with the unit's primary mission;

(2) designate command coordinators to recruit, train and manage volunteers, and organize community service activities;

(3) create incentives to encourage volunteers in the command to participate in community service programs;

(4) appropriately recognize personnel for outstanding achievements in self-development and contributions to community service efforts;

(5) publicize community service initiatives internally and externally; and

(6) keep the appropriate community service attendant geographic/regional or local area coordinator informed of partnership activity(s) by providing direct and informal program feedback and information.

7. Navy Community Service Council (NCSC). NCSC serves as a vehicle to exchange information on volunteer programs, strengthen Navy support of community service programs, promote quality Sailor development, and assist in professional development of command volunteer coordinators. Membership is composed of:

a. NAVPERSCOM (PERS-6);

b. NAVPERSCOM (PERS-605);

c. Flagship Sponsors;

d. Geographic/regional coordinators;

e. Master Chief Petty Officer of the Navy representative;

f. Navy Office of Information Community Relations Director representative;

- g. United States Marine Corps Adopt-A-School Manager; and
 - h. Navy Recruiting Command representative.
8. NCSC shall
- a. Advise CNO on Navy policy/issues pertaining to community service;
 - b. conduct strategic planning;
 - c. increase awareness of volunteer activities performed by Navy commands through effective marketing;
 - d. establish framework/organizational structure that addresses issues such as policy, use of Navy resources, volunteer management and administration, promotional products, professional training, information sharing, use of electronic networks/technology, risk management, awards programs, and publicity;
 - e. serve as an advocate for commands engaged in meaningful voluntary service; and
 - f. advise Navy Program Manager on outreach activities.

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Distribution:
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